HAND DELIVERED

Original Amendment

2U.S. House of Representatives 110th Congress

CLAINTE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type):	David	Cavi	c.) <e< th=""><th></th></e<>	
I certify that the information contained of my knowledge.	on all pages of this f	form is true, comp	lete, and correct to	the best
SIGNATURE OF TRAVELER:	11/1			
/		DATE:	2-11-201	29_
I authorized this travel in advance. I he necessary and that the travel was in conthe appearance that the employee is using	nnection with the er	nployee's official	ases listed on this duties and would	form were not create
NAME OF SUPERVISING MEMBER:	Toes	actor		
SIGNATURE OF SUPERVISING MEM	мвер:	Joe Sar	ton	70
		DATE	9-11-09	

Version date 9/2008 by Committee on Standards of Official Conduct

BARTON.

Original	Amendment

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

1. Name of Travele	r (print or type):	David Cavic	Ke
	The residence of the con-	mber (if any): None	
b. Relationship t	o Employee: Spor	use Child Other (specify)):
	ture and Date of Returnational expense (if any):	None	31st, 2009
			-
. Itinerary (cities o	f departure – destination	on-return): Washingt	on, DC -
Hot S	pring, VI	4 - Washing	ton, DC
. Sponsor(s) (who	paid for the trip):	The Canq	ressional
	titute	J	
. Describe meeting	gs and events attended	attach additional pages if necessar	y): 11+tended events
a. I represent the	form are EACH of the ox): ate Sponsor Travel Cents; eler Form completed by mittee on Standards' lent I participated in each of the oxide the oxide of the oxide oxide of the oxide	rtification Form completed by the the employee; and tter approving my participation on the of the activities reflected in the	trip sponsor, including all this trip.
TRAVEL EXPE unavailable by the are received.	NSES: Obtain actual due date, provide a good Total Transportation Expenses	dollar amounts from the sponsor. d faith estimate and file an amended f Total Lodging Expenses	If exact dollar amounts are form once the correct amounts Total Meal Expenses
or employee:	#81.27	# 733.54 (ladging 3	Meale
or accompanying amily member:		- Canding s	
		The Control of the Co	
an increase debutton, philosophic benefit in the constraint of	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration to	fee, etc.)
or employee:			
For accompanying amily member:			

U.S. House of Representatives Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM (provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. You must answer every question on the form.

1.	Sponsor(s) (who will be paying for the trip): The Congressional Institute
2.	I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (Signify that the statement is true by checking box):
3.	I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box):
4.	Is travel being offered to an accompanying family member of the House invitee(s)?
5.	Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See attached
	See attached
6.	Dates of travel: January 29-31, 2009
7.	Cities of departure – destination – return: Washington D.C Hot Springs, VA - Washington D.C.
8.	Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box):
9.	I represent that (<i>check one of the following</i>): a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: \square or
	 b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: or exponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging
	the trip was de minimis under the Committee's travel regulations.
10.	If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
	a. N/A – I checked 9(a) or (b) above:
	b. One-night's lodging and meals are being offered: or
	c. Two-nights' lodging and meals are being offered: If "c" is checked, explain why the second night is warranted:

11.	Check one: a. I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or
	employees on any segment of the trip (Signify that the statement is true by checking box): or
	b. N/A – trip sponsor is an institution of higher education.
12.	Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip: The Congressional Institute president and staff organize, manage and control the event. The
	purpose of the Congressional Institute, a 501(c)(4) organization is to promote public education
	about Congress and to hold educational conferences for Members of Congress, staff and others.
13.	 Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.): Coach Bus
9	 If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted;
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or
	recreational activities of the invitee(s). (Signify that the statement is true by checking box):
15.	I represent that either (check one of the following):
	 a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:
	b. The trip involves events that are arranged <i>specifically with regard</i> to congressional participation: If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Meals are part of a
	negotiated a package rate to minimize expenses. See number 18.
16.	Reason for selecting the location of the event or trip: Relative proximity to Washington DC, security,
	capacity and capability to handle large event.
17.	Name of hotel or other lodging facility: The Homestead, Hot Springs, VA
8.	Cost per night of hotel or other lodging facility (approximate cost may be provided): Lodging and meals are a
	package rate - \$810.20 for two nights. Additional \$367.70 for two nights for double occupancy.
9	Reason(s) for selecting hotel or other lodging facility: Relative proximity to Washington DC, security for
7.	the Members, capacity and capability to handle large event, off-season dates result in
	significantly lower rates, and a history of holding a successful event there in 2003.
	and a motory of notating a successful everit mere in 2003

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

actual amounts good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	79.16	\$810.20 lodging and meals	
For each accompanying family member	\$79.16	\$367.70 lodging and meals	

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying family member		

21.	I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or	lump
	sum payment (signify that the statement is true by checking box):	

22.	I certify that the	nformation conta	fined in this form is true, comp	Re, and correct to the best of my	knowledge.
	Signature:	M	Mk Strand		
	Name and title:	Mark Strand,	President		
	Organization:	he Congressio	onal Institute	*	
	Address: 1001	N. Fairfax Stre	eet, STE 410, Alexandria, V	/A 22134	
	Telephone numb	703-837-8	812		
	Fax number: 70	3-837-8817			
	Email Address:	strand@cong	inst.org		31

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct U.S. House of Representatives HT-2, The Capitol Washington, DC 20515 (202) 225-7103 (phone) (202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

Thursday, January 29, 2009

4:00 PM

Grand Ballroom East

Opening Session

Congressional Institute, Rep. Bob Goodlatte & Welcome: Mark Strand, President of the Chairman Mike Pence

4:05 PM

Conference Communications Overview for Grand Ballroom East

Chairman Mike Pence

Grand Ballroom East 4:15 PM

Economy Panel

Andy Laperriere, International Strategy & Steve Moore, Wall Street Journal Investment Group

5:15 PM

Open Microphone with Members Grand Ballroom East

6:15 PM

Reception with Congressional Institute Grand Ballroom Foyer Guests

7:00 PM

Dinner with Congressional Institute Guests Welcome: Mike Johnson, Chairman of the Grand Ballroom West Remarks: Leader John Boehner The Future of the Party I: Congressional Institute Hon. Newt Gingrich

Friday, January 30, 2009

Media Training Sessions will occur all day. Sign up in the Staff Office.

Madison Room Facebook 101 Rich Thau & Auren Hoffman

Presentation Skills Wilson Room Terri Sjodin

7:00 AM

Hunt Room

Catholic Mass

7:00 AM

Crystal Room

Bible Study

Chuck Colson, Prison Fellowship

7:30 AM

Breakfast: The Future of the Party II Grand Ballroom West Gov. Mitch Daniels of Indiana

8:30 AM

Frank Luntz, Luntz Maslansky Research Grand Ballroom East Messaging Session

Grand Ballroom East Chuck Colson, Prison Fellowship Social Values Session

10:30 AM

Grand Ballroom East

Linda DiVall, American Viewpoints David Winston, The Winston Group Landscape Session

11:30 AM

Various Locations (see below) **Breakout Sessions**

War on Terror

Dr. Frederick Kagan, American Enterprise Institute

Dr. Kimberly Kagan, The Institute for the Study of War

Healthcare

Blue Ridge Regina E. Herzlinger, Harvard Business School

Piedmont Suburban Agenda Hon. Mark Kirk

Appalachian Dr. Stuart Butler, The Heritage Foundation Entitlements Middle East

12:30 PM

Lunch: The Future of the Party III Gov. Mitt Romney of Massachusetts Grand Ballroom West

2:30 PM

Grand Ballroom East Capitol Hill Media Panel Jonathan Karl, ABC Mike Allen, Politico

3:30 PM

Grand Ballroom East

New Media Session

David Winston, The Winston Group Rich Thau, Presentation Testing Auren Hoffman, Rapleaf

4:30 PM

Grand Ballroom East
Leadership Retreat Review
Led by Elected Leadership

5:00 PM

Grand Ballroom East

Plenary Session

Chairman Pete Sessions

6:15 PM

Grand Ballroom Foyer

Reception

7:00 PM

Grand Ballroom West

Dinner

Remarks: Whip Eric Cantor The Future of the Party IV: Gov. Tim Pawlenty of Minnesota

Saturday, January 31, 2009

7:00 AM

Hunt Room

2

Catholic Mass

7:30 AM

Grand Ballroom West

Breakfast Bill Kristol, The Weekly Standard

9:00 AM

Grand Ballroom East

How to Win the War on Terror: What I Saw on the Ground

Oliver North, Fox News Correspondent

10:00 AM

Various Locations (see below)

Breakout Sessions

Facebook Study

Stratford

Piedmont

Rich Thau, Presentation Testing

Ethics Primer

Jan Baran, Wiley Rein LLP

Rob Walker, Former Chief Counsel Ethics Cmte.

Using Procedure to Drive Your Message
Hugh Halpern, House Rules Cmte.

Blue Ridge

Kyle Nevins, Office of the Whip Io-Marie St. Martin, Office of the Leader Anne Thorsen, Office of the Leader

11:15 AM

Grand Ballroom West

Buffet Lunch

Open Microphone with Entire Conference

12:30 - 4:30 PM

Main Entrance

Return to Washington

* Congressional

Agenda

Congress of Tomorrow 2009

January 29-31, 2009 The Homestead

		THE RESERVE THE PARTY OF THE PA	ongress of Tomorrow Invitation List	
1	Andy	Anuzis	House Policy Cmte.	Reason for Invitation
2	Brendan	Belair	House Republican Conference	Leadership Staff
3	Neil	Bradley	Office of the Whip	Leadership Staff
4	Larry	Brady	Oversight & Govt Reform Cmte.	Leadership Staff Committee Staff Director
5	Jeff	Burton	Office of the Whip	
6	Ed	Cassidy	Office of the Leader	Leadership Staff
7	David	Cavicke	Energy & Commerce Cmte.	Leadership Staff Committee Staff Director
8	Joe	Cella	House Policy Cmte.	The state of the s
9	Rob	Collins	Office of the Whip	Leadership Staff Leadership Staff
10	Jim	Coon	Transportation & Infrastructure	Committee Staff Director
11	Father Dan	Coughlin	Office of the Chaplain	Chaplain
12	Brad	Dayspring	Office of the Whip	Leadership Staff
13	Jeremy	Deutsch	House Republican Conference Vice	Leadership Staff
14	Kate	Dickens	Tuesday Group	Committee Staff Director
15	Bill	Dolbow	Office of the Whip	Leadership Staff
16	Antonia	Ferrier	Office of the Leader	Leadership Staff
17	Kevin	Fitzpatrick	Small Business Cmte.	Committee Staff Director
18	Chris	Fluhr	Natural Resources Cmte.	Committee Staff Director
19	Brian	Gaston	Office of Cong. Blunt	Leadership Staff
20	Leslee	Gilbert	Science & Technology Cmte.	Committee Staff Director
21	Ramiro	Guiterrez	Office of the Attending Physician	Doctor
22	Karen	Haas	House Republican Conference	Leadership Staff
23	Hugh	Halpern	Rules Cmte.	Committee Staff Director
24	Courtney	Kolb	House Republican Conference	Leadership Staff
25	Trevor	Kolego	Office of the Leader	Leadership Staff
26	Mick	Krieger	Office of Cong. Boehner	Leadership Staff
27	Larry	Lavender	Financial Services Cmte.	Committee Staff Director
28	James	Lewis	Intelligence Cmte.	Committee Staff Director
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		Co	ongress of Tomorrow Invitation List	
20	· ·	ime	Institution	Reason for Invitation
29	Matt	Lira	Office of the Whip	Leadership Staff
30	Matt	Lloyd	House Republican Conference	Leadership Staff
31	Melanie	Looney	House Republican Conference	Leadership Staff
32	Amy	Lozupone	Office of the Leader	Leadership Staff
33	Danielle	Maurer	Office of the Leader	Leadership Staff
34	Matt	McGinley	Republican Study Cmte.	Leadership Staff
35	Sean	McLaughlin	Judiciary Cmte.	Committee Staff Director
36	James	Min	Office of the Deputy Whip	Leadership Staff
37	Brian	Monahan	Office of the Attending Physician	Doctor
38	John	Murray	Office of the Whip	Leadership Staff
39	Valerie	Nelson	Office of the Whip	Leadership Staff
40	Kyle	Nevins	Office of the Whip	Leadership Staff
41	Paula	Nowakowski	Office of the Leader	Leadership Staff
42	Robert	O'Connor	Homeland Security Cmte.	Committee Staff Director
43	Josh	Pitcock	House Republican Conference	Leadership Staff
44	Will	Plaster	House Adminstration Cmte.	Committee Staff Director
45	Yleem	Poblete	Foreign Affairs Cmte.	Committee Staff Director
46	Patrick	Rothwell	House Policy Cmte.	Leadership Staff
47	Josh	Saltzman	Office of Cong. Sessions	Leadership Staff
48	Dave	Schnittger	Office of the Leader	Leadership Staff
49	Nicole	Scott	Agriculture Cmte.	Committee Staff Director
50	Emily	Seidel	House Republican Conference	Leadership Staff
51	Jeff	Shockey	Appropriations Cmte.	Committee Staff Director
52	Marc	Short	House Republican Conference	Leadership Staff
53	Bob	Simmons	Armed Services Cmte.	Committee Staff Director
54	Bill	Smith	House Republican Conference	Leadership Staff
55	Kevin	Smith	Office of the Leader	Leadership Staff
56	Kingston	Smith	Veterans Affairs Cmte.	Committee Staff Director



U.S. House of Representatives

COMMITTEE ON STANDARDS OF OFFICIAL CONDUCT

Washington, DC 20515

January 26, 2009

Mr. David Cavicke Committee on Energy & Commerce 2322A Rayburn House Office Building Washington, DC 20515

Dear Mr. Cavicke:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Hot Springs, Virginia scheduled for January 29 to 31, 2009 sponsored by the Congressional Institute.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

hairwoman

Jo Bonner Ranking Republican Member

ZL/JB:slo

U.S. House of Representatives Committee on Standards of Official Conduct



PRIVATELY SPONSORED TRAVEL: TRAVELER FORM For Members, Officers, and Employees

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Na	me of Traveler: David Cavicke
	I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.
	Signature:
	Name of Signatory (if other than traveler): Kevin Kohl
	For staff, name of employing Member/Committee: House Committee an Energy 3 Commerce
	Office address: 23224 Rayburn HOB
	Phone number: 202-225-3641
	Email address of contact person: Kevin, Kahl @ mail, house, gov
	Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity <u>and</u> these forms are being submitted to the Committee less than 14 days before the trip departure date.
NO	TE: You must complete the contact information fields above, as Committee staff may need to

If there are any questions regarding this form please contact the Committee:

contact you if additional information is required.

Committee on Standards of Official Conduct U.S. House of Representatives HT-2, The Capitol Washington, DC 20515 (202) 225-7103 (phone) (202) 225-7392 (fax)

Version date 9/2008 by Committee on Standards of Official Conduct

U.S. House of Representatives Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1.	Name of Traveler: David Cavicke
2.	Sponsor(s) (who will be paying for the trip): The Congressional Institute
3.	Travel destination(s): The Homestead, Hot Springs, VA
	a. Date of Departure and Date of Return: Jan. 29-31, 2009
	b. Will you be extending the trip at your personal expense? ☐ Yes ☐ No
	If yes, dates at personal expense:
5.	a. Will you be accompanied by a family member at the sponsor's expense? The Yes
	b. If yes, name of accompanying family member:
	c. Relationship to traveler:
6.	a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being
	sponsored by an entity that employs a lobbyist)? Yes No b. If yes, check one of the following: N/A - Sponsor checked 9(a) or 9(b)
	(1) Approval for one-night's lodging and meals is being requested: or
	(2) Approval for two-nights' lodging and meals is being requested:
	If "(2)" is checked, explain why the second night is warranted:
7	Private Spanear Travel Codification
	Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box):
8.	Explain why participation in the trip is connected to <u>your</u> individual official or representational duties:
	Participation will allow up to sid un wembon, hile
	interacting and developing ideas and the a FORSTAFF: for the 111th Congress.
9.	FOR STAFF: for the 111th Congress.
	TO BE COMPLETED BY YOUR EMPLOYING MEMBER:
	I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.
	Date: 1-13-09 Too Rowton
	Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.